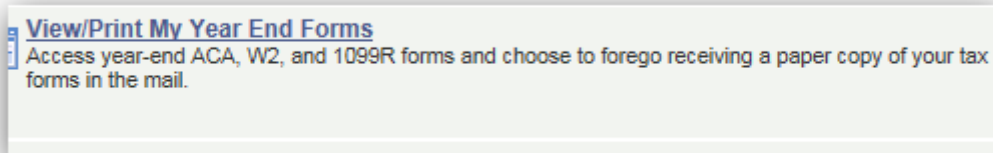


2015 IRS W-2 forms and ACA (1095) forms are available via Direct Access Self Service. Follow these steps to view and print your W-2 form or ACA (1095) form:

1. Log into DA at <https://portal.direct-access.us>
2. Click the **View/Print My Year End Forms** link in the Self-Service pagelet on the home page.



3. The Tax Document Consent Form page will open. This page offers you the opportunity to consent to accessing your 2016 tax forms online (2015 forms will be mailed). If you consent to accessing the forms online, we won't mail them next year. This will reduce or printing and mailing costs and help to keep your personal information safe. Follow the directions on the screen to update your consents status.

Tax Document Consent Form

Submit or withdraw your consent to receive ALL electronic tax forms, including w2, w2PR, ACA 1095, 1099R, and all corrected versions of these forms.

If your current status (shown below this text box) is "Consent received", you don't need to make any changes. This means your 2016 tax forms will not be mailed, you will access them online. Thank you for helping to save money by reducing our printing and mailing costs.

If your current status is "No Consent Received" or "Consent Withdrawn" you will receive these forms by mail.

By withdrawing your consent you indicate that wish to receive future tax forms via U.S. Postal Service mail. If this is your wish it is extremely important that you keep your mailing address up-to-date in the system. Opting out of receiving the forms by mail will help protect you against fraud and identity theft. These forms all contain information highly sought by thieves. Keeping this data out of your mailbox will reduce the chance the information will fall into the wrong hands.

Just click the box (below) where it says "Check here to indicate your consent to receive electronic tax forms" and click the Submit button to update your status.

1 Check this box and click the "Submit" button to opt out of getting 2016 tax forms in the mail.

Your Current Status: **No consent received.**

☐ Check here to indicate your consent to receive electronic W-2 and W-2c forms.

Submit

2

[Return to USCG Self Service](#)

4. Verify your identity by entering your password and clicking the continue button.

Verify Identity *After clicking "Submit" you will be asked to enter your password. Enter it and click "Continue".*

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID:

Password:

1

2

5. You'll be returned to the consent form. Access the form(s) by clicking the View/Print links.

Your Current Status: Consent received.

☐ Check here

Your consent status has been updated. You can now use the links to view and print your tax forms.

[View/Print W-2](#)

[View/Print ACA Forms](#)

6. The View/Print links will take you to a list of W-2 or ACA forms that are available:

View My W-2/W-2c

Review your available W-2 and W-2c forms below

Empl ID	Calendar Year	W-2 Form Type	View Tax Form
			<input type="button" value="View"/>

A list of available forms will display. Click the button to open the form (it will open in a new tab or window).

View My Affordable Care Act Forms

	Empl ID	Year	Original/Voided/Corrected?	View Affordable Care Act Forms
1		2015	Original	1095-C

- Click the button in the “View Tax Form” (for W-2s) or “View Affordable Care Act Forms” (for 1095s) to open the form.
- The form will open in a new window or tab. Print and save a copy of the form to your user directory. Close the tab/window when done.

View/Print My Year End Forms | hccm3.direct-access.us

>> << Home RSS Email Print Page Safety Tools ?

Your tax form will open in a new tab.

Insurance Offer and Coverage
Instructions is at www.irs.gov/form1095c.

☐ VOID
☐ CORRECTED

600116
OMB No. 1545-2251
2015

Applicable Large Employer Member (Employer)

1 Name of employer	8 Employer identification number (EIN)
UNITED STATES COAST GUARD	529980000
2 Street address (including room or suite no.)	10 Contact telephone number
44 SE QUINCY ST	866-772-8724